



# CAREER OPPORTUNITY

Job # 201804  
Opens: 1/31/18  
Open until filled

**TITLE: Community and Economic Development Specialist**  
**CLASS: CED PLANNER**  
**Community and Economic Development**  
**Regular Full-time (40 hrs/wk)**

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwco.org](http://www.ocwco.org).*

## **GENERAL INFORMATION**

This recruitment will remain open until filled. This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **February 26<sup>th</sup>, 2018**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

## **DUTIES AND RESPONSIBILITIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Prepares and administers grant and other funding applications.
- Actively seeks out additional viable funding and partnership opportunities.
- Performs a variety of planning activities for local governments within OCWCOG and/or Cascades West Economic Development District area.
- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Assists in the preparation and implementation of portions of the Community and Economic Development Work Program.
- Builds strong relationships with local, State and Federal agencies
- Meets with and facilitates COG/EDD and community-led groups, meetings and focus groups.
- Manages department projects as assigned by supervisor.

## **WORKING CONDITIONS**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

## **TO QUALIFY**

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

## **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Graduation from a four year college or university in planning, public or business administration, economics or field related to job duties and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience must have provided a thorough knowledge of federal and state grant programs, Oregon land use planning laws and issues, and community and economic development techniques.

## **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possess a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area is required.

Must successfully complete a criminal background check.

**SALARY and BENEFITS:** \$25.19 - \$33.78, / hr. plus a generous benefit package including medical, dental, vision (Some Medical plans offered may have employee cost share), life, long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

## **REQUIREMENTS FOR APPLYING:**

Submit signed application, core competences questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

## **HOW TO APPLY:**

Applications and detailed job description is available at [www.ocwcoq.org](http://www.ocwcoq.org)  
If you qualify, submit signed application and required materials listed in the requirements for applying.

**SUBMIT TO:**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

**Core Competences Questions: 201804**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- 1. Describe your experience preparing grant and other funding applications.**
- 2. Describe your experience performing planning activities for local governments.**
- 3. Describe your experience facilitating community-led groups, meetings and focus groups.**
- 4. Describe your philosophy for fostering rural and small urban economic development.**

## EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

### OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Community and Economic Development Specialist**

Position Classification: CED Planner

Department: Community and Economic Development

Reports to: Director, Community and Economic Development

#### **SUMMARY OF POSITION**

Performs professional planning and economic development activities within the areas of community and economic development, grant application preparation and administration, demographic analysis and survey research, and community/land use planning.

#### **ESSENTIAL JOB DUTIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Prepares and administers grant and other funding applications.
- Actively seeks out additional viable funding and partnership opportunities.
- Performs a variety of planning activities for local governments within OCWCOG and/or Cascades West Economic Development District area.
- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Assists in the preparation and implementation of portions of the Community and Economic Development Work Program.
- Builds strong relationships with local, State and Federal agencies
- Meets with and facilitates COG/EDD and community-led groups, meetings and focus groups.
- Manages department projects as assigned by supervisor.
- Performs other related duties as assigned by supervisor.

(CED Planner cont.)

## **MENTAL & PHYSICAL JOB SKILLS**

**R = Rarely (< 1%)**  
**F = Frequently (34% - 66%)**

**O = Occasionally (1% - 33%)**  
**C = Continuously (67% - 100%)**

### **Mental**

- |   |                                 |                           |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills  |                                 |                           |
| (F) Basic Math (add, subtract, multiply, divide)                                  |                                 |                           |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) |                                 |                           |
| (F) Written English Communication   |                                 |                           |
| (C) Coordination of Multiple Tasks  | (F) Initiative                  | (C) Detail/Accuracy       |
| (C) Reasoning/Judgment/Decision Making  | (F) Creativity                  | (F) Brainstorming/Concept |
| (F) Research  | (C) English Comprehension       | (C) Memory                |
| (C) Organization/Planning   | (F) Adapting to Constant Change | (F) Teamwork              |
| (C) Timeliness  | (O) Presentation/Teaching       | (O) Selling               |
| (F) Negotiation   | (F) Client/Service Skills       | (O) Persuasion            |
| (O) Mentoring   | (O) Management of Stress        |                           |

### **Physical**

- |  |                                       |                       |                             |
|--|---------------------------------------|-----------------------|-----------------------------|
| (O) Standing                               | (F) Sitting                           | (O) Walking           | (O) Stooping                |
| (R) Kneeling                               | (R) Crawling                          | (O) Climbing          | (F) Talking                 |
| (C) Hearing                                | (O) Reaching                          | (F) Handling          | (C) Eye/hand coordination   |
| (R) Tasting/smelling                       | (C) Vision (1-10 ft)                  | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (R) Acute Color                       |                       |                             |
| (R) Pushing <b><u>10 lbs/day</u></b>       | (R) Pulling <b><u>10 lbs/day</u></b>  |                       |                             |
| (O) Lifting <b><u>20 lbs/day</u></b>       | (O) Carrying <b><u>20 lbs/day</u></b> |                       |                             |

## **WORKING ENVIRONMENT**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

## **SUPERVISION RECEIVED**

Receives general supervision from the Community and Economic Development Director.

## **SUPERVISORY RESPONSIBILITIES:**

While supervision is not primarily a responsibility of this position, the employee may occasionally oversee CED Interns, contractors and/or RARE participants.

## **MINIMUM QUALIFICATIONS**

### **Experience & Training**

Graduation from a four year college or university in planning, public or business administration, economics or field related to job duties and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience must have provided a thorough knowledge of federal and state grant programs, Oregon land use planning laws and issues, and community and economic development techniques.

### **Knowledge, Skills and Abilities**

Knowledge of federal and state grant programs, and economic and community development principles and practices at the local and regional level;

Experience or working knowledge within one or more of the following programs; Brownfields, Federal Lands Access Program, Business Retention and Expansion, Enterprise Zone Management, Urban Renewal Districts, Land Use Planning, and Comprehensive Planning; Excellent interpersonal and verbal communication skills, including the ability to prepare and effectively make presentations to and facilitate meetings of various groups and the public;

Ability to write and manage contracts and grants;

Ability to organize and structure own work, and exercise initiative;

Ability to meet deadlines and juggle diverse multiple tasks and priorities;

Ability to gather, organize and analyze data and information and draw conclusions and formulate recommendations;

Ability to utilize a personal computer for word processing, spreadsheet preparation, presentations, database development and management and electronic communication. Knowledge of computer software and hardware for graphic presentations and mapping (GIS) desirable;

Ability to design and facilitate group visioning, goal setting, planning and decision-making processes;

Ability to seek, build and maintain critical partner relationships;

Ability to develop and manage budgets involving multiple funding sources.

### **Licenses, Certificates, & Other Requirements**

Possess a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area is required.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently. Rev 1/18